

5 DOCUMENTATION AND REPORTING

The Contractor will be responsible for quality control during construction and Avista's Project Coordinator will be responsible for quality assurance (i.e., verifying that the required quality control measures have been implemented). The Contractor will be required to submit various work plans for approval by the Project Coordinator prior to construction. Ecology will also review many of these documents pursuant to their approval authority defined in the CD. The following sections detail submittals required of the Contractor prior to, during, and at completion of various tasks. These submittals are also summarized in Table 1.

5.1 Pre-Construction Submittals

5.1.1 Construction Work Plan(s) and Schedule

The Contractor will submit Construction Work Plan(s) and Schedule identifying activities of the Contractor and subcontractors for the various elements of work. The Contractor will maintain the schedule throughout the construction period, record changes in responsibilities, and distribute the revised schedule promptly after each change. The Work Plans will detail the Contractor's proposed methods for implementing the work.

5.1.2 Construction Quality Control Plan (CQC Plan)

A CQC Plan will be submitted no later than 14 days prior to the start of any remedial activities. The CQC Plan will present the system through which the Contractor will ensure compliance with the requirements of the contract. The CQC Plan will identify personnel, procedures, methods, instructions, inspections, potential remedies, records, and forms to be used in the CQC system.

The CQC Plan will address the following items at a minimum:

- General requirements
- Quality control organization
- Inspection and testing requirements
- Inspection and test plan
- Documentation of quality control activities
- Requirements for corrective action when quality control and/or acceptance criteria are not met

5.1.3 Contractor Health and Safety Plan (CHASP)

The Contractor will submit a CHASP that presents the minimum health and safety requirements for job site activities and the measures and procedures to be employed for protection of on-site personnel. The plan will cover the controls, work practices, personal protective equipment, and other health and safety requirements that will be implemented by the Contractor in connection with the remedial action activities. The specifications (Section 01063—Safety and Health) provide additional detail.

5.1.4 Environmental Protection Plan (EPP)

For construction activities, the Contractor will be required to submit an EPP to Avista and Ecology for approval. The EPP will present the procedures by which the Contractor will establish and maintain quality control for environmental protection of all items of the remedial action and is to address all construction elements. The specifications (Section 01560—Environmental Protection) provide additional detail about the requirements for the EPP.

5.1.5 Results of Testing on Imported Materials

Prior to any on-site placement of imported materials, the Contractor will submit a Borrow Site Characterization Report to the Engineer. The report will identify the source of materials (including a map documenting the origin of the material) and provide documentation of a site inspection and of material sampling and characterization (including physical and chemical testing) to ensure that the imported material will uniformly meet the physical specifications of its intended use. Additional information about the imported material characterization is provided in the specifications (Section 02300—Earthwork).

5.1.6 Spill Prevention, Control, and Countermeasures Plan (SPCC Plan)

The Contractor will be responsible for the preparation of a Spill Prevention, Control, and Countermeasure (SPCC) Plan to be used for the duration of the project. The SPCC Plan will be submitted to the Engineer prior to the commencement of any construction activities. A copy of the SPCC Plan with any updates will be maintained at the work site by the Contractor. The SPCC Plan will identify construction planning elements and recognize potential spill sources at the site. The SPCC Plan will outline responsive

actions in the event of a spill or release, and will identify notification and reporting procedures. The SPPC Plan will also outline contractor management elements such as personnel responsibilities, project site security, site inspections, and training. The SPPC Plan will outline what measures the Contractor will take to prevent the release or spread of hazardous materials, either found on site and encountered during construction but not identified in contract documents, or any hazardous materials that the Contractor stores, uses, or generates on the construction site during construction activities. These items include, but are not limited to, gasoline, oils, and chemicals. Hazardous materials are defined in Revised Code of Washington (RCW) 70.105.010 under “hazardous substance.”

5.2 Construction Documentation and Reporting

During construction activities, the Contractor will be required to submit daily and monthly reports to Avista and Ecology. These submittals are for information only and are intended to summarize daily and monthly work conditions, deviations, and corrective measures, as described below. A brief description of the contents of the general documentation that will be submitted by the Contractor during construction is also provided below.

5.2.1 Daily Quality Control Report

During construction activities, the Contractor will prepare a Daily Quality Control Report and submit it to the Engineer. These reports will summarize the work performed by the Contractor, the equipment used, and the results of any quality control inspections, tests, or other monitoring activities. The reports will also document any noncompliant conditions, the communication of such conditions to the Project Coordinator, and the corrective actions taken to bring the construction activity into compliance.

A copy of the Daily Quality Control Report will be sent to Ecology on a daily basis as part of the Quality Assurance Report (discussed in Section 5.2.2).

5.2.2 Weekly Quality Assurance Report

The Engineer will document the results of his/her quality assurance inspections and testing and monitoring activities on a weekly basis on the Quality Assurance Report

form. These reports will be transmitted weekly from the Project Engineer to Ecology. In the event that quality assurance inspections utilize the results of the Contractor's surveys and tests, those results will be summarized and included in the Quality Assurance Report.

If tests performed for the quality assurance inspection reveal out-of-specification conditions, the Engineer will immediately contact the Contractor's Superintendent to determine what action will be taken to modify the construction operation and correct the condition. If warranted, the Engineer will follow up this personal contact with a written memo to the Contractor's Superintendent confirming any oral instructions given. Instructions to the Contractor regarding any work that does not comply with the specifications will be confirmed with the Contractor in writing. The results of these discussions and follow-up corrective actions will be included in the weekly Quality Assurance Report.

As Ecology will likely be on-site during construction to monitor clean-up activities, the Engineer will notify Ecology in a timely manner of all construction management activities and any significant events. Corrective actions will be taken if any work is found not to be in accordance with the Ecology-approved remedial design plans, contract plans and specifications, work plan, and/or other Ecology-approved documents.

5.2.3 Water Quality Monitoring Reports

Daily Water Quality Monitoring Reports will be prepared by the Engineer during all in-water capping, excavation, and backfilling activities for which monitoring is required. In addition, the Engineer will submit weekly Water Quality Monitoring Summary Reports to Ecology. These reports will summarize the week's in-water construction activities, the Contractor's performance relative to water quality, any exceedances of water quality criteria over the measured background conditions, and the corrective actions taken.

5.3 Post-Construction Documentation and Reporting

A Final Cleanup Action Report will be prepared by the Engineer for submittal to Ecology after the completion of the construction activities at Deposit 1 and Deposit 2. The report will include as-built survey and other appropriate completion information.